



JOB DESCRIPTION


CLASSIFICATION: SENIOR ACCOUNTING ASSISTANT

JOB TITLE: SENIOR ACCOUNTING ASSISTANT

REFERENCE NO: 31706

DIVISION: CORPORATE SERVICE

DEPARTMENT: FINANCE

APPROVAL DATES: BY:  DATE: Jan 19, 2022
MANAGING DIRECTOR – CORPORATE SERVICES

BY:  DATE: November 15, 2021
CHIEF HUMAN RESOURCES OFFICER

GENERAL DESCRIPTION:

The primary role of the Senior Accounting Assistant is to assist the Finance Department to ensure that fiscal accountability and control is maintained, and that Directors and Managers are provided with sound financial and accounting information, as well as ensuring that information is properly maintained and reported.

ORGANIZATIONAL RELATIONSHIPS:

- Reports to a Supervisor - Accounting.
- Internal relationships are focussed on the Directors. Managers and staff in assigned departments requiring accounting assistance to perform their duties, as well as other Accounting employees.
- External relationships with City Auditors; Provincial and Federal agencies; granting agencies; financial institutions.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Assist with preparation and ensuring accuracy of monthly and quarterly operating, capital and cash flow documents for review by Accountants. Assist Directors, Managers and departmental staff by providing information to assist with development of variance projections and explanations for these reports.
- Review and approve journal vouchers prepared by staff in other departments, to ensure they are correct and supported by back-up documentation.
- Assist with preparation and ensuring accuracy of financial statements and reports relating to grant funded programs. Includes providing assistance to external auditors during the audit of these statements.
- Ensure that financial transactions are accurately recorded on a timely basis which includes:
 - Development and ongoing maintenance of chart of accounts ensuring compliance with corporate standards;
 - Monthly review of departmental financial reports; and
 - Reporting discrepancies to the appropriate personnel and follow up to ensure appropriate measures have been taken. Initiating correcting entries as required.
- Prepare monthly account analysis and reconciliations of selected general ledger accounts.
- Prepare year end working papers and closing entries for review by Accountants.
- Maintain and when appropriate modify existing reports using general ledger reporting tools, spreadsheets and word processing software.
- ERP account maintenance, which includes setting up new accounts; cost centers, projects, Work Orders, Allocations and, Fixed Assets.

- Assist in preparation of annual operating and capital budgets by providing clerical and research assistance as required. This includes:
 - Preparation of budget documents and templates for use by departments;
 - Balancing budget Documents for review by Accountants and Budget Office;
 - Updating and balancing annual budgets in ERP system;
 - Assist with maintenance of documentation related to budget amendments; and
 - Research historical data.
- Provide financial and accounting assistance and direction to staff in other departments such as but not limited to general ledger queries, setting up work orders and preparing correcting Journal Entries.
- Assist Accountants by carrying out Internal control audits, which includes audits of petty cash, departmental cash procedures and Petro-Pass usage.
- Provide research and technical assistance for projects carried out by Accountants.
- Provide vacation relief for other Senior Accounting Assistants and Accounting Assistant, which includes daily bank reconciliations, system uploads, month end procedures and assistance with Cashier balancing problems.
- Training staff in other departments with respect to the ERP.
- Complete various Statistics Canada Reports.
- Other related duties as assigned.

REQUIRED COMPETENCIES:

- Knowledge of GAAP, IFRS, and PSAB accounting principles and the ability to apply this knowledge to accounting transactions in a complex computer environment.
- Knowledge of transaction and processing controls and data flows related to financial accounting systems.
- Ability to carry out complicated arithmetic calculations rapidly and accurately.
- Skilled in the use of Microsoft and other current office software in a network environment and ability to adapt to the current integrated ERP system and new city wide or specific applications.
- Strong planning and organizational skills with demonstrated initiative and resourcefulness in assisting to establish and achieve goals and objectives and be able to work with multi-priorities.
- Demonstrated ability to interact with team members and customers by communicating effectively through both verbal and written communications and by listening to understand others and addressing concerns in a timely and effective manner.
- Proven interpersonal skills and ability to model behaviors associated with a constructive culture with a commitment to and application of the City's Health, Safety and Environment Management System and Corporate Safety standards.
- Ability to express ideas clearly and effectively both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Demonstrated initiative and resourcefulness in establishing and achieving goals and objectives.
- Ability to use a systematic approach to interpret and resolve problems.
- Ability to work independently without direct supervision.
- Demonstrated ability to provide above average service to internal customers.

REQUIRED QUALIFICATIONS:

- Successful completion of a diploma in business administration or equivalent with a major in accounting from a recognized post-secondary institution.
- Four (4) years in an accounting environment, with demonstrated progression to more complex tasks.
- A management approved equivalent combination of training and experience may be considered.